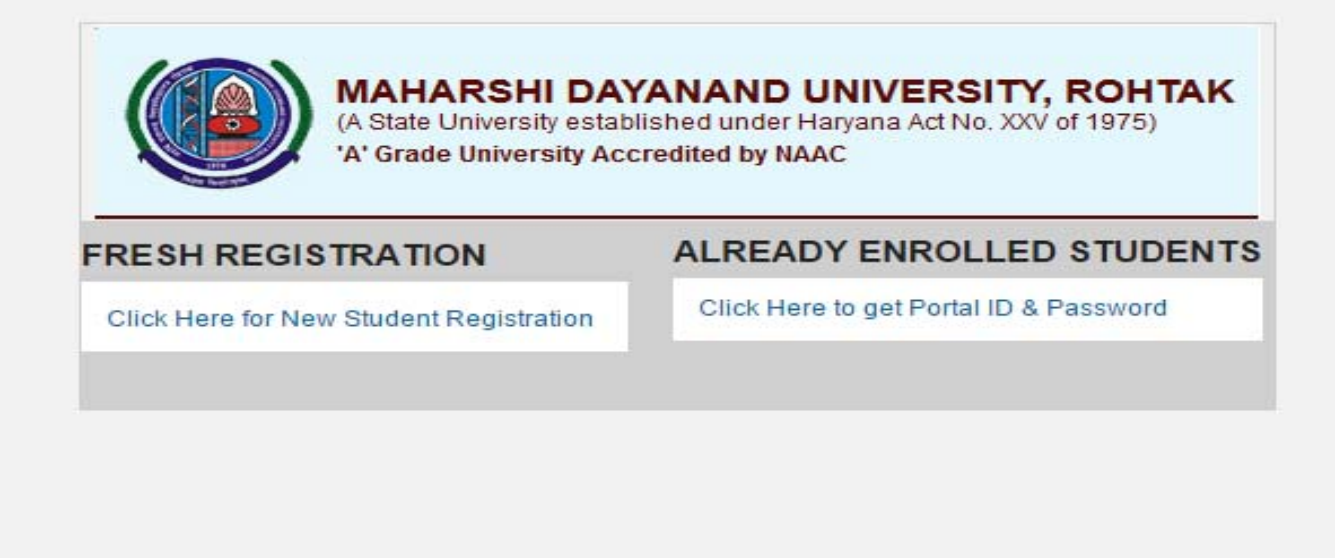
# Snapshots/User Manual for last two year students (Session 2013-14 & 2014-15) who had taken admission directly through DDE Online Panel

**Snapshots/User Manual for last two year students (Session 2013-14 & 2014-15) who had taken admission directly through DDE Online Panel**

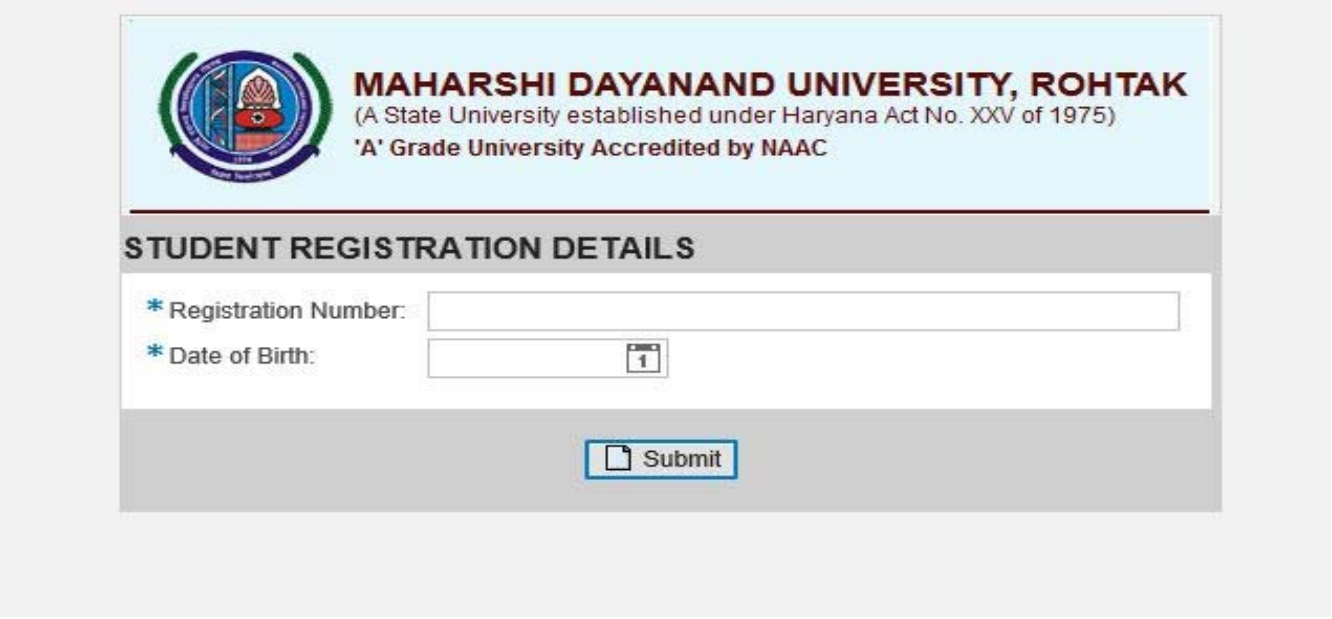
**Step 1**


MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC
FRESH REGISTRATION
Click Here for New Student Registration
ALREADY ENROLLED STUDENTS
Click Here to get Portal ID & Password

Click on **Already Enrolled Students** button to get Portal ID & Password as shown in the above screen.
NOTE:- Already Enrolled Students are those students who have taken admission directly through DDE online panel in the session 2013-14 & 2014-15.

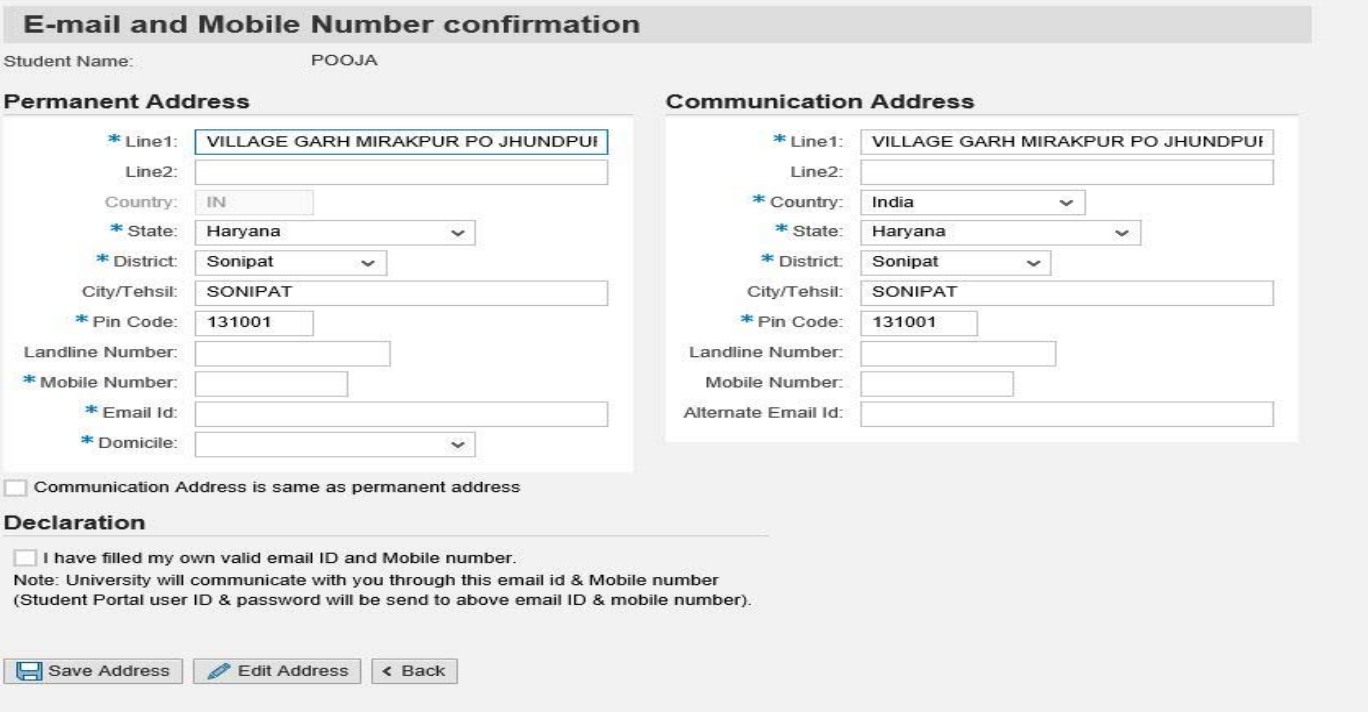
DDE Student Portal will be like a social networking page individual for each student to communicate with University. Through this page student will get print out of Challan & Application Form, he/she may get status of his admission and can request for resolving of any kind of discrepancy, if any.

**Step 2**


MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC
STUDENT REGISTRATION DETAILS
* Registration Number:
* Date of Birth:
Submit

After clicking on the **Already Enrolled Students** button at the previous screen, this window will appear, student will fill his/her Registration Number and Date of Birth and click on submit button.

**Step 3**

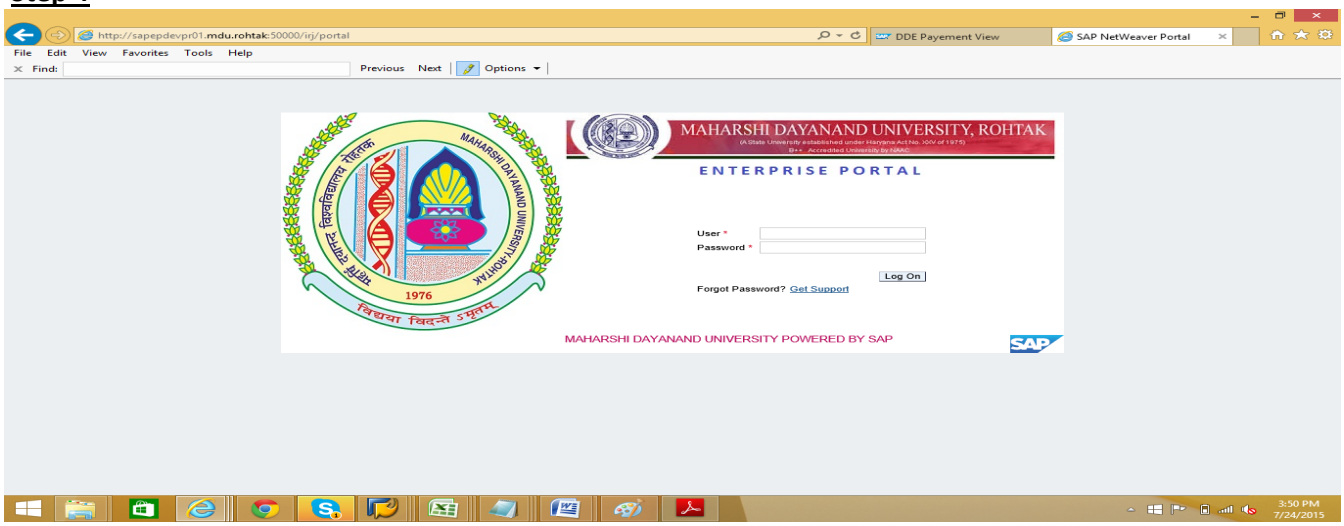



On this **E-mail and Mobile Number Confirmation** page**,** you have to fill your own Email ID and Mobile Number as User ID & Password for DDE Student Portal with link and further information from University will be sent on your Email and Mobile no.

Note:- Student or say siblings of same parents can fill same Email & Mobile Number but in other cases same Email ID and Mobile Number can not be filled for more than one student.

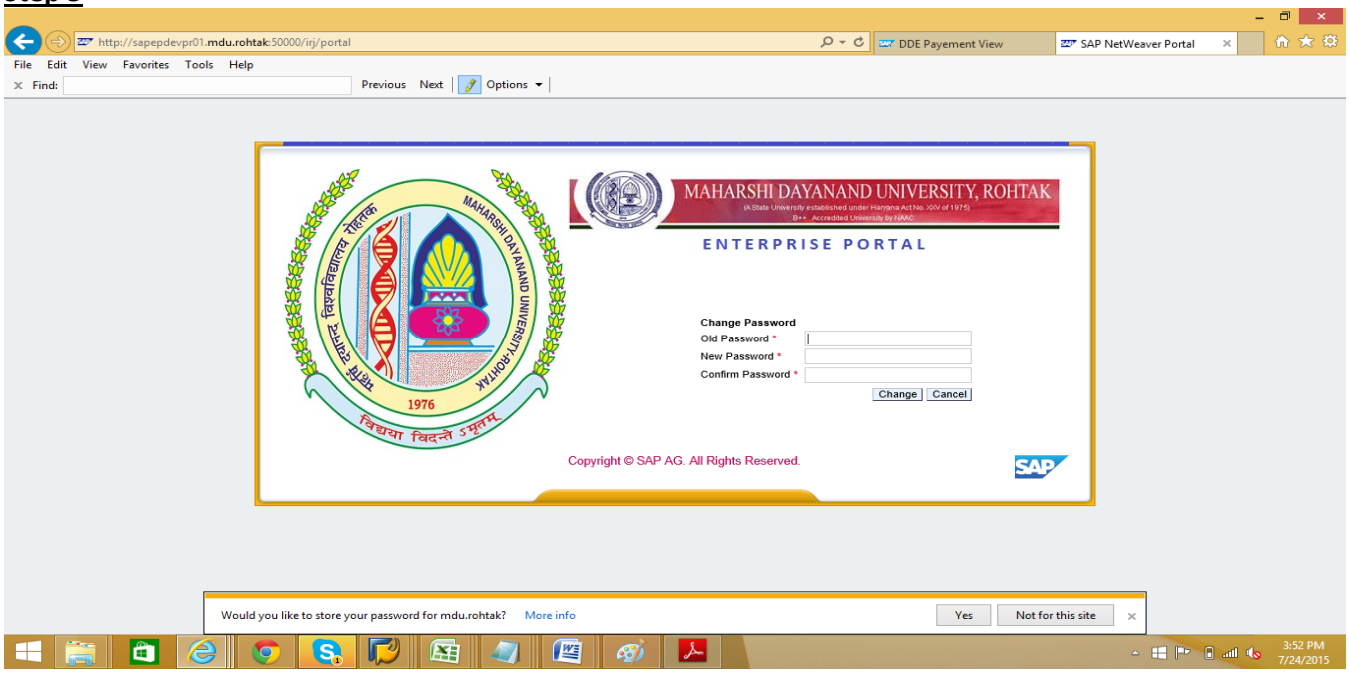
Note:- DDE Student Portal will be like a social networking page individual for each student to communicate with University. Through this page student will get print out of Challan & Application Form, he/she may get status of his admission and can request for resolving of any kind of discrepancy, if any.

**Step 4**



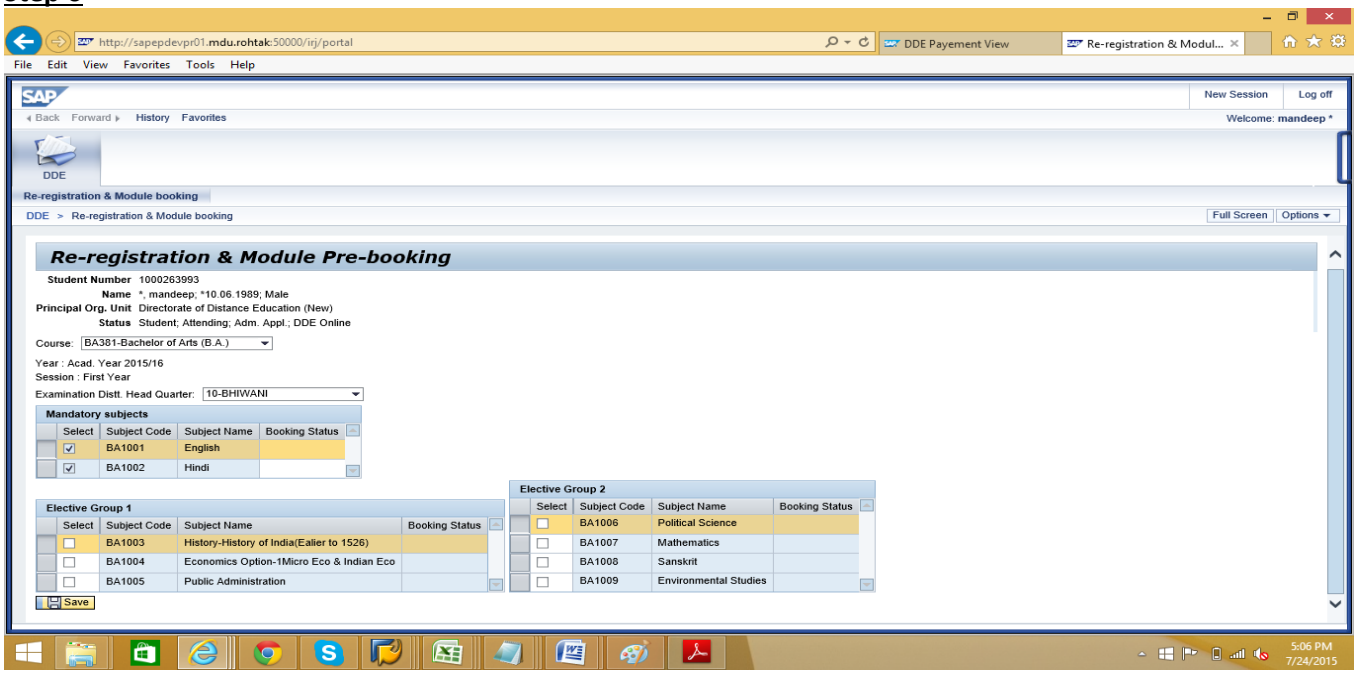

Student will get User ID & Password on his/her Email and Mobile no. After clicking on the link given in the E-mail or DDE Student Portal link located in Applicant Registration Window from where he applied for registration of online admission, above window will appear. Candidate can Logon by User ID and password sent to the student though SMS and E-mail.

**Step 5**




After first time logon candidate have to change his/her password for future use.

**Step 6**

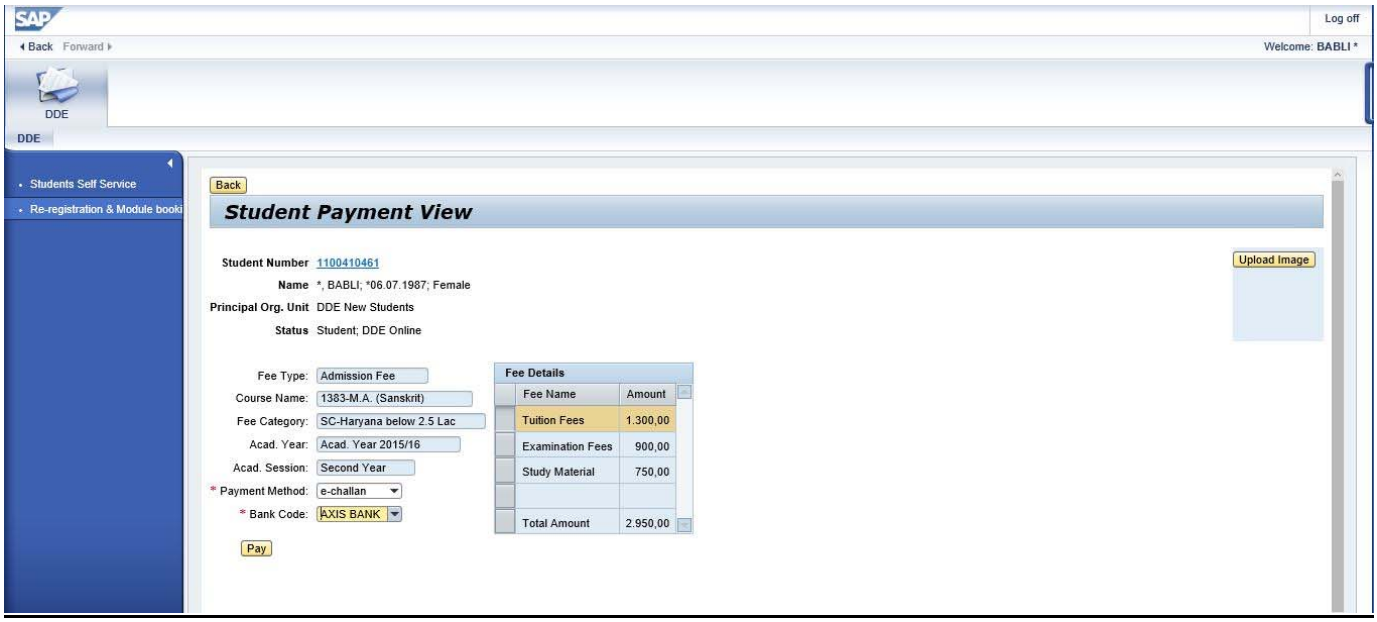



After saving new password, in Re-registration & Module Pre-booking form (subject choosing procedure) will be appear to select the Subjects, if applicable for your course. After the subject selection candidate have to click on Save **Save** button.

Note:- Please be careful while selecting optional subjects if any, which will be available to student for the whole course.

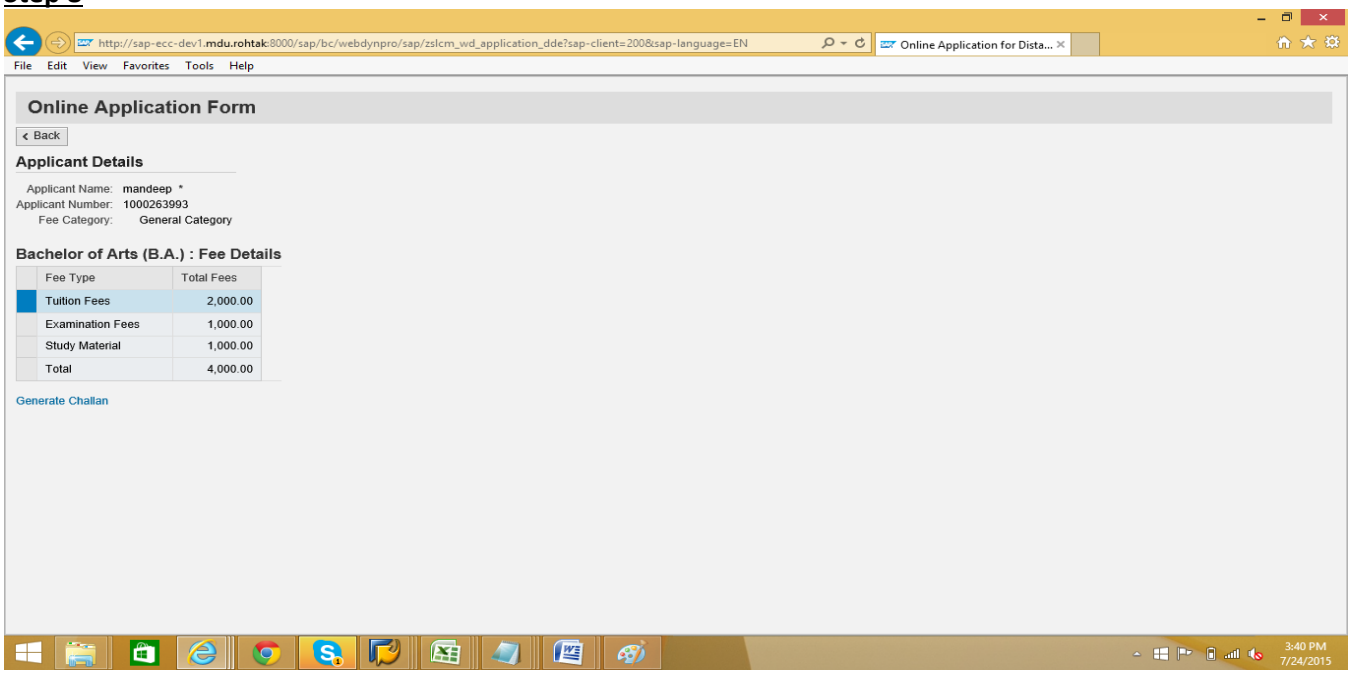
Then student will click on **SAVE** button.

## Step 7



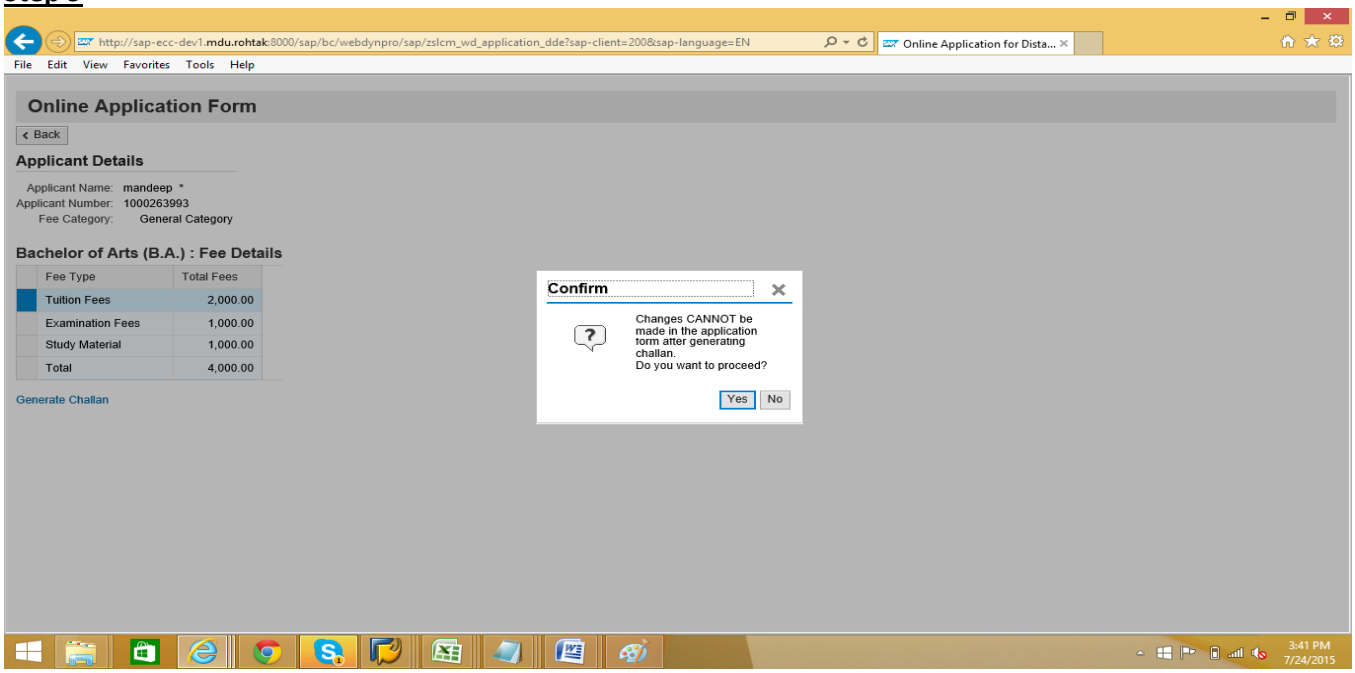

After clicking on the **SAVE** button, **PAY** button will appear, Select Payment method as e-challan and Beneficiary Bank as AXIS Bank AXIS Bank and then click on **Pay** button.

## Step 8




After clicking on the Pay button Candidate can see the detail of fee and then have to click on Generate Challan **Generate Challan** link.

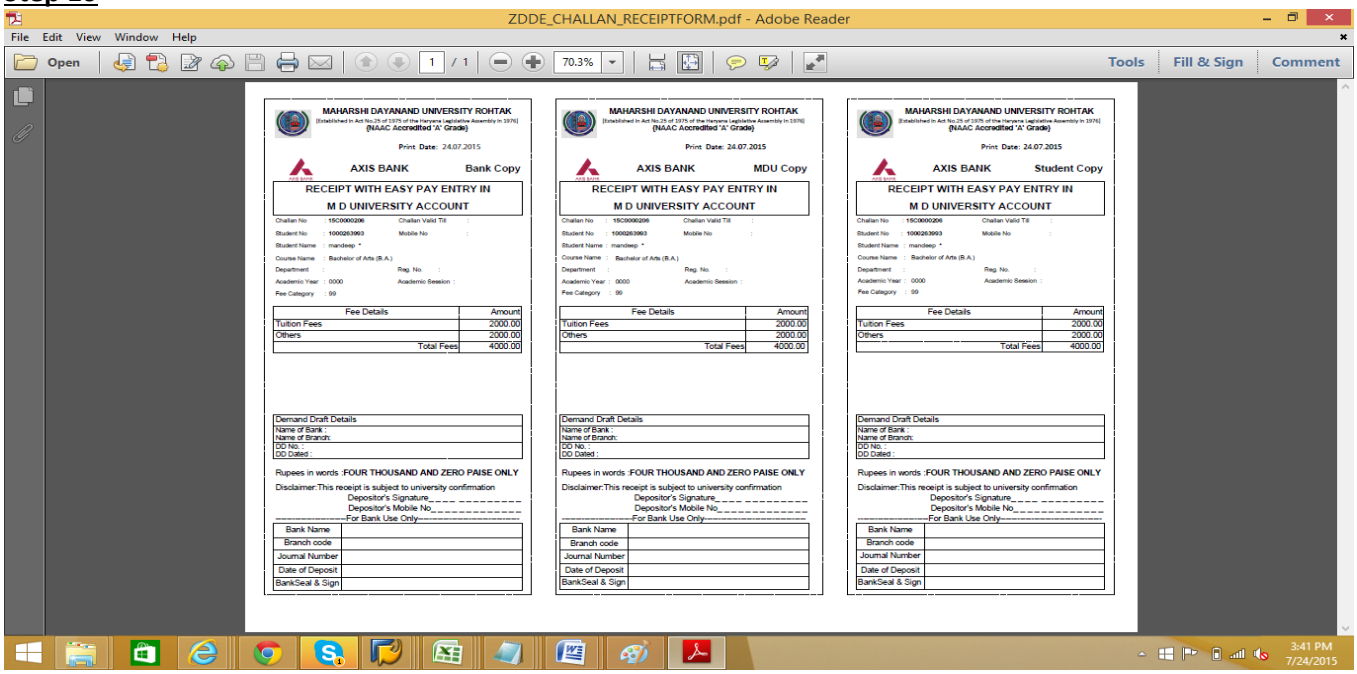
## Step 9




After clicking on the **Generate Challan** link, **Confirm** window will appear. Candidate should carefully read the message and then click on Yes **Yes** button.

NOTE:- Once the Challan is generated, student will not be allowed to make any changes in the Application Form. Please ensure that all particulars filled by student are correct.

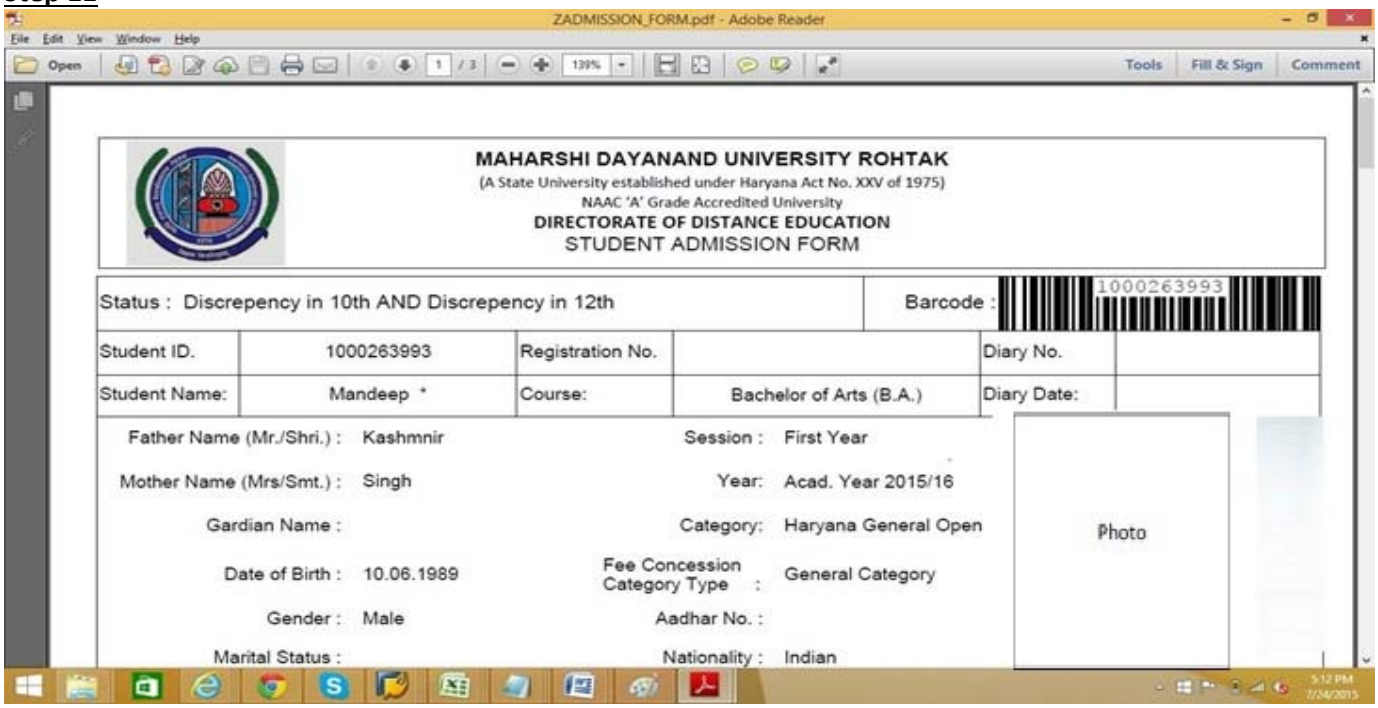
## Step 10




After clicking on **Yes** button E-Challan will be generated. Now candidate have to take printout of the challan and deposit the prescribed fee in the designated Bank.

NOTE: - Student should deposit the Challan in Bank well on time on or before the challan valid date, failing which student have to get new printout of Challan and late fee will be charged from the student.

**Step 11**




On Payment confirmation student will login again and get printout of Application Form and submit that Form alongwith required documents in DDE office as per schedule, failing which late fee will be charged from the student.